



DEPARTMENT OF THE ARMY and AIR FORCE

Joint Forces Headquarters, Kentucky National Guard
Office of the Adjutant General
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-HRO

01 October 2008

MEMORANDUM FOR Commanders, Directors, and Major Command Administrative Officers Kentucky Army National Guard

SUBJECT: (KYNG Log Number P08-046) Memorandum of Instruction – National Guard Full Time Support (FTS), Command, Leadership, and Staff Assignment Policy and Procedures (CLASP)

1. References:

- a. National Guard Regulation (NGR) (AR) 600-5, Personnel General, The Active Guard Reserve Program. 2 February 1990
- b. ANGI 36-2101, Personnel, Assignments within the Air National Guard. 20 December 1994
- c. ANGI 36-101, Personnel, The Active Guard/Reserve Program, 3 May 2002
- c. Technician Personnel Regulation 303, Military Technician Compatibility. 24 August 2005.
- d. National Guard Bureau Memorandum, dated 6 March 2008, subject: Army National Guard (ARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policy (CLASP) and Procedures (NGB-ARH Policy Memo # 08-09).
- e. Joint Travel Regulation, Volume 1, 1 July 2007
- f. DA Pamphlet 600-3, Commissioned Officer Development and Career Management, 12 December 2007.

2. Purpose. This memorandum prescribes supplemental guidance and establishes procedures for requesting waivers for FTS to be assigned to Command, Leadership and Staff Assignments within the Kentucky National Guard (KYNG). Procedures, herein, are applicable to all KYNG units and FTS personnel.

3. Responsibilities.

- a. National Guard Bureau establishes regulatory guidance and procedures for FTS to participate in Command, Leadership and Staff Assignments.
- b. The Adjutant General or designated representative is the final approving authority

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for all requests for FTS Command, Leadership and Staff Assignments. No reassignments will occur prior to receipt of The Adjutant General's approval.

c. The Chief of Staff (Army) and Winger Commander (Air) reviews all requests for FTS Officer reassignments to Command, Leadership and Staff Assignments, prior to submission to The Adjutant General for approval.

d. The State Command Sergeant Major (Army), in conjunction with the MACOM Sergeants Major, will review all requests for FTS enlisted personnel reassignments to Command, Leadership and Staff Assignments prior to submission to The Adjutant General or designated representative for approval.

e. The State Command Chief Master Sergeant (Air), in conjunction with the Wing Command Chief Master Sergeant, will review all requests for FTS enlisted personnel reassignments to Command, Leadership and Staff Assignments prior to submission to The Adjutant General or designated representative for approval.

f. The Human Resource Office publishes guidance and monitors program execution of the FTS Command, Leadership and Staff Assignments Program to ensure compliance. They will issue written notification of The Adjutant General's final determination to the chain of command, to include all pertinent dates.

(1) Commanders and MACOM AO's should be aware that Soldiers serving in CLASP assignments outside the normal commuting area of their assigned AGR duty locations are entitled to applicable Temporary Duty (TDY) travel and transportation allowances IAW The Joint Federal Travel Regulation Volume 1. (Army Only)

(a) NGB-ARM will not provide additional travel dollars to support CLASP travel. HRO must use existing funding to support those applicable TDY expenditures. (Army only)

(2) NGB-ARM will not provide a temporary controlled grade authorization for CLASP. (Army only)

g. Commanders, KYNG will identify FTS personnel for entry into Command, Leadership and Staff Assignments to satisfy unit readiness requirements and enhance FTS personnel careers. They will submit requests for Command, Leadership and Staff Assignment Waivers in accordance with (IAW) established procedures contained herein.

(1) Implementation of CLASP is not at the expense of a traditional members' career progression.

h. FTS personnel will familiarize themselves with the provisions of the FTS Command, Leadership and Staff Assignments Policy. They should seek opportunities to serve in Command, Leadership and Staff Assignments, and when recommended/selected, comply with all program requirements.

4. Command Leadership and Staff Assignments (AGR).

a. Army Command, Leadership and Staff Assignment (CLASP) waiver is required for AGR personnel who are DMOS and unit of assignment exceptions may be approved for the following: brigade, battalion, and company command; Headquarters Commandant; Platoon Leader; Command Sergeant Major; First Sergeant; and Staff positions (i.e., S1, S2, S3, Assistant S3, S4, and Assistant S4). ARNG command/leadership assignments are for a period not to exceed three (3) years.

b. Air Command/Leadership assignment. Command, Leadership and Staff Assignment (CLASP) waivers for DAFSC and unit of assignment exceptions may be approved by the HRO for the following positions: Commander, Command Chief Master Sergeant, and First Sergeant. Command Chief Master Sergeant and First Sergeant positions assignments are processed in accordance with ANGI 36-2101. ANG Command/leadership exceptions will not exceed four (4) years.

c. The assignment of an AGR member into a Command, Leadership and Staff Assignment position is not automatic; the AGR must voluntarily accept the assignment.

d. Length of Waivers. Army Command, Leadership and Staff Assignments will be approved for a maximum period of three years. With the exception of any Soldier who reaches the three year limit while mobilized in a CLASP position. Soldiers in this category may remain in the CLASP assignment on a case-by-case basis as determined by the The Adjutant General beyond REFRAD date. If the Soldier is mobilized in a non-CLASP position, the CLASP period is suspended for the period of mobilization.

e. Prerequisites.

(1) An AGR member may not have had a prior CLASP assignment at the same level, regardless of duty status. Individuals assigned within the CLASP should meet the MOS/AFSC/Area of Concentration (AOC) qualification for the UMD / MTOE paragraph and line.

(2) Army Officers taking Battalion or Brigade command must be branch in accordance with AR 600-100 and DA PAM 600-3. If no qualified officer is available, the TAG may, on a case-by-case basis, assign officers who are not branch qualified. These officers must:

(a) Be approved for branch transfer by the State's Federal Recognition Board before assuming command.

(b) Complete any requirements set forth by the Federal Recognition Board (i.e. military education requirements), and meet AOC qualifications within 12 months of assignment.

(c) Be a graduate of either Command and General Staff College (CGSC) or Intermediate Level Education (ILE) and attend the branch specific Pre-Command Course (PCC) before assuming command. Waivers for the PCC requirement must be

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submitted to NGB-ARH, for the Chief of Staff of the Army (CSA) approval. Assumption of Command will not occur before PCC completion or approved waiver from CSA.

(3) AGR personnel being considered for Command, Leadership and Staff Assignments, (other than company grade officers seeking company command), must be in an equivalent graded position (holds an E8 FTS position for consideration to First Sergeant CLASP, an E9 FTS position for consideration for CSM CLASP, or an O5 FTS Position for LTC CLASP). AGR E7 personnel may be placed on the Command Leadership Program, and frocked to 1SG, but will not be promoted to exceed their current full-time manning document grade.

(a) AGR Soldiers may not exceed their FTS authorized/grade position.

(b) NGB-ARM will not authorize temporary or additional FTS authorization(s) to replace mobilized personnel serving in a CLASP assignment.

f. FTS Manpower Position Utilization for AGR Command, Leadership and Staff Assignments.

(1) Army Officers already assigned to organic battalions that are subsequently selected to command at the brigade or battalion level must work full-time in the battalion or brigade in lieu of (ILO) the senior FTS requirement. The duties of that FTS requirement/position are the responsibility of the individual approved for the CLASP assignment.

(2) Army AGR officers assigned to command at the company level will serve ILO an FTS position within the parent battalion. The officer will continue to perform the duties and responsibilities of his/her FTS ILO position, (i.e. Battalion S1, Battalion Assistant S3).

(3) Army AGR officers serving as platoon leaders will serve ILO a company grade FTS position within the parent battalion. The individual will continue to perform the duties and responsibilities of his/her FTS ILO position.

(4) Command Sergeant Major leadership assignments at the brigade or battalion level must serve ILO the Brigade or Battalion FTS Operations Sergeant Major requirement. The individual assigned to these Command, Leadership and Staff Assignment positions will continue to perform the FTS duties of the Operations Sergeant duty position.

(5) Army AGR Soldiers serving in First Sergeant positions will be ILO a battalion level FTS position within that battalion. The individual will continue to perform the duties and responsibilities of the ILO position, (i.e. Operations Sergeant, Intelligence Sergeant).

(6) AGR Soldiers may serve in Command, Leadership, and Staff Assignment Program (CLASP) assignments of equivalent grade within certain commands/units, UMD, MTOE or TDA. The following conditions apply:

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(a) AGR Soldiers assigned to deployable UMD/MTOE units should be assigned to a CLASP assignment within their "AA" entity (battalion/unit).

(b) AGR Soldiers assigned to JFHQ/TDA units may hold CLASP assignment positions in deployable UMD/MTOE units. These AGRs will be available to their CLASP unit during Unit Training Assembly (UTA), Inactive Duty for Training (IDT), Annual Training (AT), and when the CLASP unit conducts other training or administrative activities.

(c) AGR Soldiers assigned to JFHQ may also hold CLASP assignment positions in the JFHQ (e.g. Headquarters Detachment-JFHQ).

(7) In a unit with two FTS officer requirements, only one officer may be on command waiver at a given time. In a unit with three or more FTS officer requirements, no more than two officers may be assigned on command waiver at the same time. At no time will all officers in a unit be on command waiver.

h. Command, Leadership and Staff Assignment Termination and Compatibility Requirements.

(1) The requesting command is responsible for identifying the FTS position of equal grade that the AGR member will be reassigned to upon completion of the Command, Leadership and Staff Assignment tour. This position will normally be the position that the individual is currently assigned to. Upon expiration of the Command, Leadership and Staff Assignment waiver, the AGR member must be reassigned to that FTS position or another compatible FTS position of equal grade.

(2) Administrative reductions for AGR officers and enlisted personnel completing their Command, Leadership and Staff Assignment tours are prohibited by NGR 600-5.

5. Command, Leadership and Staff Assignment Military Positions (Technician).

a. Army Command, Leadership and Staff Assignment (CLASP) waiver is required for AGR personnel who are DMOS and unit of assignment exceptions may be approved for the following: brigade, battalion, and company command; Headquarters Commandant; Platoon Leader; Command Sergeant Major; First Sergeant; and Staff positions (i.e., S1, S2, S3, Assistant S3, S4, and Assistant S4). ARNG command/leadership assignments are for a period not to exceed three (3) years.

b. Air command/leadership assignment. Command and leadership waivers for DAFSC and unit of assignment exceptions may be approved by the HRO for the following positions: Commander, Command Chief Master Sergeant, and First Sergeant. Command Chief Master Sergeant and First Sergeant positions assignments are processed in accordance with ANGI 36-2101. ANG Command/leadership exceptions will not exceed four (4) years. Command Chief Master Sergeant and First Sergeant position assignments are processed in accordance with ANGI 36-2101 and will not exceed four (4) years.

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c. The assignment of a Military Technician into a Command, Leadership and Staff Assignment position is neither mandatory nor automatic; the Soldier must voluntarily accept the assignment.

d. Length of Waivers. Command, Leadership and Staff Assignments will be approved for a maximum period of three years. Exceptions to this policy may only be approved for mobilization purposes.

e. Prerequisites.

(1) Upon implementation, Military Technician enlisted personnel must be a rated Soldier on the Enlisted Promotion System (EPS) Promotion List to be selected for a Command, Leadership and Staff Assignment in which a promotion will occur.

(2) Military Technicians are not allowed more than one Command, Leadership and Staff Assignment at the same level regardless of duty status.

(3) Individuals must be qualified in their Area of Concentration (AOC), or Military Occupational Specialty (MOS) of the MTOE/TDA Command, Leadership and Staff Assignment position that they will be militarily assigned.

(4) Army Officers taking battalion or brigade command must be branch in accordance with AR 600-100 and DA PAM 600-3. If no qualified officer is available, the TAG may, on a case-by-case basis, assign officers who are not branch qualified. These officers must:

(a) Be approved for branch transfer by the State's Federal Recognition Board before assuming command.

(b) Complete any requirements set forth by the Federal Recognition Board (i.e. military education requirements), and meet AOC qualifications within 12 months of assignment.

(c) Be a graduate of either Command and General Staff College (CGSC) or Intermediate Level Education (ILE) and attend the branch specific Pre-Command Course (PCC) before assuming command.

(5) Army Military Technicians must serve in Command, Leadership and Staff Assignments within the unit of the technician's full-time employment with the following exceptions:

(a) Personnel assigned to the JFHQ, USPFO, ARNG Training Site, Combined Support Maintenance Shop (CSMS), Maneuver Area Training Equipment Site (MATES), Field Maintenance Shops (FMS) and Unit Training Equipment Site (UTES), may be assigned militarily to any unit in the state.

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(c) Army Aviation Support Facility (AASF) technicians must be militarily assigned to an aviation unit within the state.

f. FTS Manpower Position Utilization for AGR Command, Leadership and Staff Assignments.

(1) For the period of the waiver, Military Technicians must continue to perform the daily duties as described in his/her respective position description and documented on the Support Personnel Manning Document (SPMD).

(2) Grade inversion is not permitted as a result of a Command, Leadership and Staff Assignment. Grade inversion occurs when a subordinate technician is higher in military grade than that of his/her Full Time Support (FTS) supervisor.

g. Command, Leadership and Staff Assignment Termination and Compatibility Requirements.

(1) Upon expiration of the Command, Leadership and Staff Assignment Waiver, a Military Technician must be reassigned to a military position compatible to his/her FTS position in accordance with the position description and National Guard Bureau technician compatibility criteria. Failure to satisfy compatibility requirements may result in termination from the Military Technician Program.

(2) Enlisted Military Technicians, unlike AGR members, may be administratively reduced to satisfy compatibility requirements at the conclusion of their Command, Leadership and Staff Assignment tour. However, this should be avoided through proper management and effective coordination within the military and FTS chains of command.

(3) Officers assigned to Military Technician positions may not be administratively reduced to satisfy compatibility requirements at the conclusion of their Command, Leadership and Staff Assignment tour.

6. Submission of Request Command, Leadership and Staff Assignments.

a. Army or Air AGR or Military Technicians will not be reassigned to any other military position, to include Command, Leadership and Staff Assignment positions, without prior written approval from the Human Resources Office.

b. Requests for Command, Leadership and Staff Assignment Waivers must be submitted through the proper chain of command. These requests must be signed by the commander. This signature authority will not be delegated.

(1) AGR Request will be submitted to the Human Resource Office, ATTN: HRO-AGR. See enclosed example.

(2) Requests for Military Technicians will be forwarded to Human Resource Office, ATTN: Staffing Specialist. See required attached Technician Commander Leadership request and AGO 12-14.

- (3) Upon request, the Human Resource Office will forward officer requests to the Chief of Staff for review and recommendations to The Adjutant General or designated representative. Requests for enlisted personnel will be forwarded to the State Command Sergeant Major for review and recommendations to The Adjutant General or designated representative.
- (4) Requests for AGR members upon completion of review and concurrence from the Chief of Staff or the State Command Sergeant Major, requests will be forwarded to The Adjutant General or his designated representative for final approval. Notification of approval of all CLASP tours will be sent to the Major Command Administrative Officers (AOs) (Army) and the Wing Commander (Air).

7. Individual Responsibilities.

a. The member must acknowledge the conditions associated with being selected for a Command, Leadership and Staff Assignment, especially the fact that if he/she is not placed in a compatible position, he/she will be released from his/her respective FTS program.

8. Exceptions.

a. Any requests for exceptions to the requirements contained herein will be considered by The Adjutant General or designated representative on a case-by-case basis.

b. Requests for deviation to this memorandum must be fully supported by written justification explaining the need for the exception.

c. The following positions do not require a CLASP waiver.

- (1) State Command Sergeant Major
- (2) Joint Forces Headquarters (JFHQ) HHD First Sergeant
- (3) All positions within the Recruiting Battalion
- (4) All positions within the 41st Civil Support Team (CST).
- (5) State Command Warrant Officer
- (6) Air Wing Commander (Air)
- (7) State Command Chief Master Sergeant (Air)
- (8) Wing Command Chief Master Sergeant (Air)

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(9) Other UMD positions identified by the Air Wing Commander. i.e. MPF Commander


d. A CLASP at a higher level position authorized. Example BN to BDE.

e. A CLASP at a lower position is not authorized after holding a MACOM CLASP. Example: A MACOM CSM can not receive a follow on CLASP to 1SG.

f. A CLASP for Staff positions applies only if the AGR / Technician is assigned outside of the their full time support position.

9. Point of contact for further information on AGR CLASP is the AGR Program Manager, MAJ Shontelle Adams at DSN 667-1340 or commercial 502-607-1340. Or information on Technician CLASP is Staffing Specialist SMSgt Kevin Robison, DSN 667-1335 or commercial 502-607-1335.

FOR THE ADJUTANT GENERAL:


DONALD R. CONOVER
COL, MP, KYNG
Director, Human Resources

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(Office Symbol)

(Date)

MEMORANDUM FOR The Adjutant General, Joint Forces Headquarters, Kentucky National Guard, ATTN: AGR Manager, 100 Minuteman Pkwy, Bldg 210, Frankfort, KY 40601

SUBJECT: Request for Command Leadership Waiver (RANK First MI. Last, xxx-xx-1234)

1. Requested command, leadership staff assignment for Waiver (RANK First MI. Last, xxx-xx-1234). Request command, leadership staff assignment waiver be approved to enable (Rank Last Name) to complete (his/her) command tour, while serving in full time support assigned to (Current FTS position).

2. Requested command, leadership staff assignment:

(1) Unit Designation:

(2) Unit Identification Code (UIC) or Personnel Accounting Symbol Code (PAS):

(3) UMD/MTOE/TDA:

(4) UMD/MTOE/TDA Paragraph: Line:

(5) Position Title:

(6) Position Grade:

(7) Position UMD/MTOE/TDA: MOS:

3. If approved, request an effective date of (Date).

4. Narrative Justification (Required). Wavier period is dd-mm-yyyy thru dd-mm-yyyy, not exceed more than three years of this waiver.

5. Point of contact for this action is (Rank, Name, and Telephone Number).

Encl

COMMANDER'S SIGNATURE BLOCK

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Appropriate Military Unit Letterhead

KG-XXXX

Date

MEMORANDUM FOR The Adjutant General, Joint Forces Headquarters, Kentucky National Guard, ATTN: Technician Staffing, 100 Minuteman Pkwy, Bldg 210, Frankfort, KY 40601

SUBJECT: Request for Technician Command Leadership Waiver (RANK First MI. Last, xxx-xx-1234)

1. Request a Military Technician Command waiver for NAME OF TECHNICIAN to be assigned as TECHNICIAN'S MILITARY TITLE.
2. Individual's technician position is Technician TITLE; PAY PLAN, OCCUPATIONAL CODE, GRADE, (example: Maintenance Technician, GS-0201-11), located at TECHNICIAN OFFICE OR SHOP NAME AND LOCATION
2. Requested Command assignment is MILITARY UNIT, paragraph: ____; line number: ____; position title: MILITARY DUTY TITLE; grade: MILITARY GRADE, MOS DUTY MOS.
4. If approved, request an effective date of DATE OF MILITARY ORDER.
5. Unit command assignment of this technician is critical to the federal training mission of the Kentucky National Guard.
6. Point of contact for this action is _____, phone (502) 607-XXXX.

Signature Block
Commanding

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TECHNICIAN/AGR REQUEST FOR COMPATIBILITY CONCURRENCE **TECHNICIAN SUPERVISOR ACTION**

CHECK ACTION TO BE APPROVED:	PROMOTION	REASSIGNMENT	TRANSFER	DEMOTION
CHECK WAIVER REQUESTING:	COMMAND WAIVER	LEADERSHIP WAIVER	LETTER ATTACHED YES	NO

I have discussed the requirements for military compatibility with the employee and reviewed this request. This request is submitted in compliance with KY TPR 312, KY TPR 335, and NGR 600-25/ANGI 36-102.

TYPED NAME OF SUPERVISOR, ORGANIZATION, PHONE NO:	SIGNATURE	DATE
	DIGITAL SIGNATURE OPTION	

PERSONNEL DATA

TYPED NAME & GRADE/PERSON AFFECTED	TECHNICIAN PD NO.	TYPE OF EMPLOYMENT PROGRAM AGR TECH	
PRESENT MILITARY UNIT ASSIGNMENT AND PARA, LINE OR POSITION NO.		PRESENT MOS/SSI OR AFSC:	GRADE
PROPOSED MILITARY UNIT ASSIGNMENT AND PARA, LINE OR POSITION NO.		PROPOSED MOS/SSI OR AFSC:	GRADE

HUMAN RESOURCES ACTION

DATE:		APPROVED		DISAPPROVED
TYPED NAME, GRADE AND POSITION TITLE	SIGNATURE		DATE	
	DIGITAL SIGNATURE OPTION			

REMARKS:

MILITARY PERSONNEL ACTION

DATE:		APPROVED		DISAPPROVED
NEW MILITARY UNIT ASSIGNMENT AND PARA, LINE OR POSITION NUMBER		NEW DUTY MOS/SSI OR AFSC		
TYPED NAME, GRADE AND POSITION TITLE	SIGNATURE		DATE	
	DIGITAL SIGNATURE OPTION			